UNITED STATES POSTAL SERVICE

DoD Official Mail Management Workshop

Get rid of that old printer

August 2005

What will we be covering?

We'll be covering how to send your mailing data to the Postal Service and retrieve information on the status of your mailings. Basically, how to…

Join the *PostalOne!* world.

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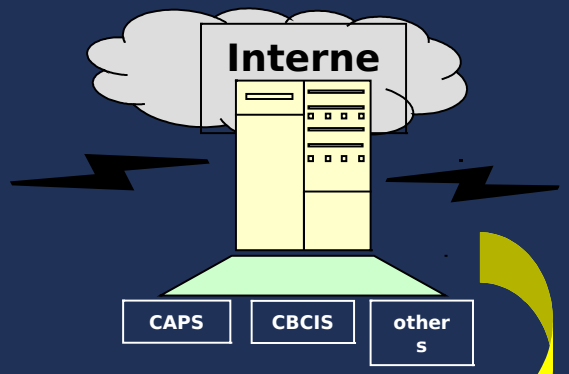
What does today look like?

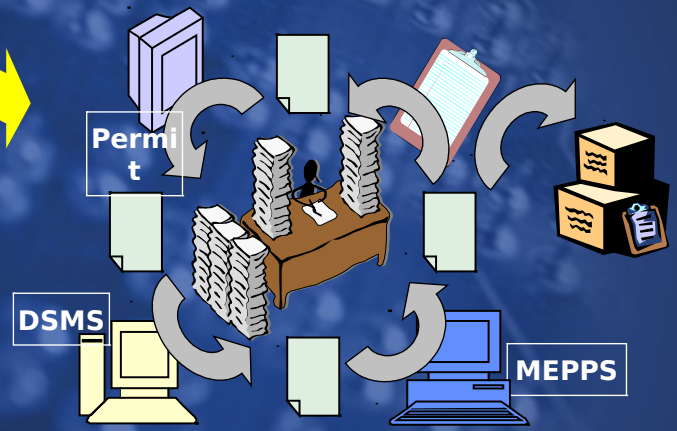
Today

0101101001010
0110101001010
1001010010111

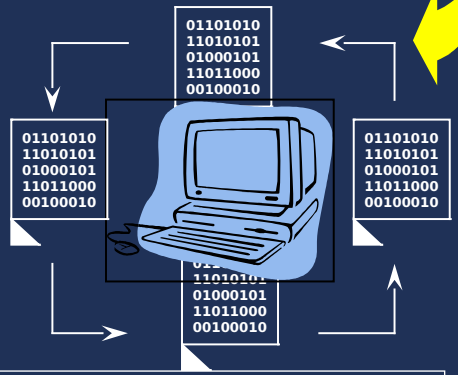
Business Mailers

Tomorrow





USPS Business Mail Entry



USPS Business Mail Entry

What is this *PostalOne!*® thing?

- The system offers a Web-based electronic suite of services designed for business mailers that features an automated alternative to the existing hardcopy documentation used in the business mail acceptance process.

  The system links a customer's mailing information electronically with acceptance, verification and payment systems. It also provides a wealth of online information you can use to manage your businesses more efficiently.

- USPS.com > National & Premier Accounts > *PostalOne!*

- http://www.usps.com/postalone/

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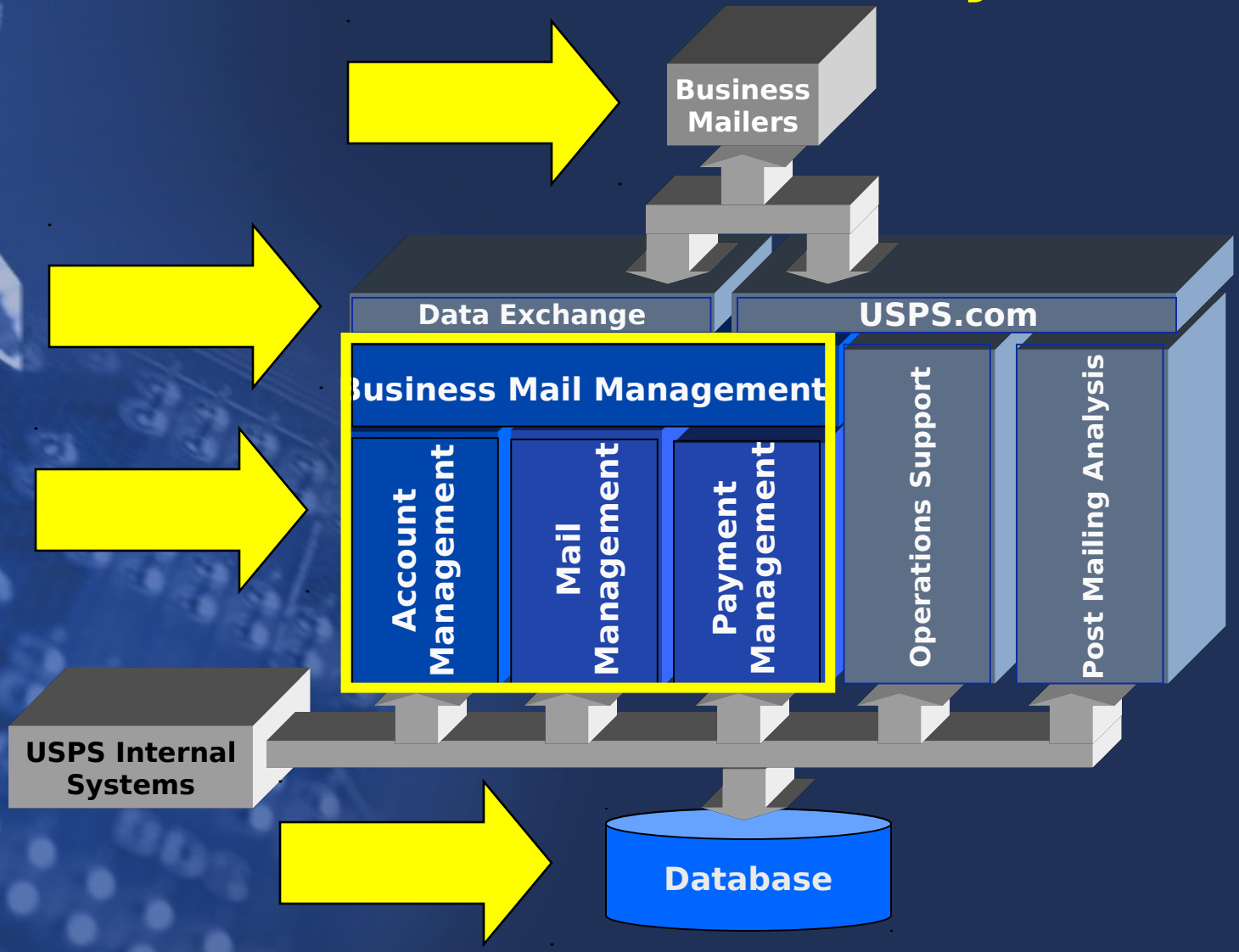
What is the *PostalOne!*® system?



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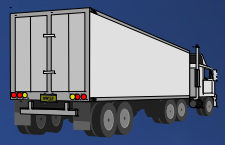
What are the data exchange options?

Destination



Mail Piece

Package

Container

Three Options

- File Transfer
- Wizard Web Service
- PS Wizard

Mailing Information Data Exchange National Database

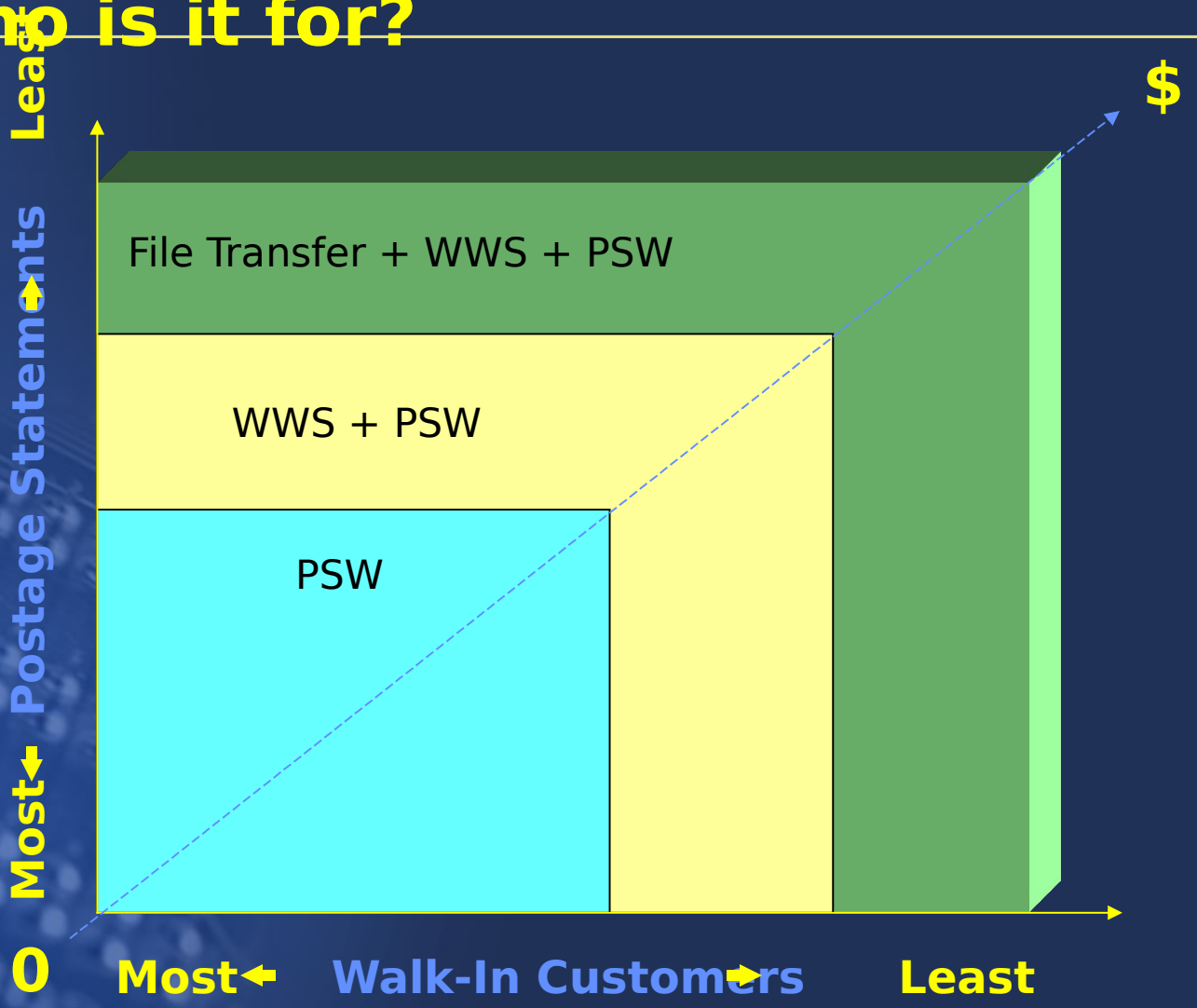
What are those options again?

File transfer, Wizard Web Service, or the Postage Statement Wizard?

- Send in files and updates using the Mail.dat® file[1]
- Use XML messaging through our Web service
- Submit forms directly through the Internet with the user interface
- Check with your software vendor to see what options they offer

[1]Mail.dat is a registered trademark of IDEAlliance

Who is it for?


$
Least
Most
Postage Statements
File Transfer + WWS + PSW
WWS + PSW
PSW
0
Most
Walk-In Customers
Least

UNITED STATES POSTAL SERVICE

Postage Statement Wizard

Select a Form

Enter
- **User Information**
- **Enter Mailing Characteristics**

Go to the appropriate section.

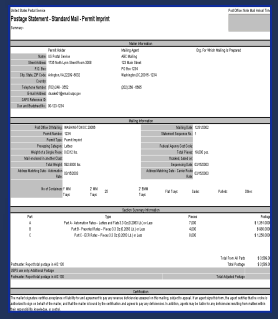
A
B
C
D
Etc.

Complete Sections

Who Signs?

Review

Print

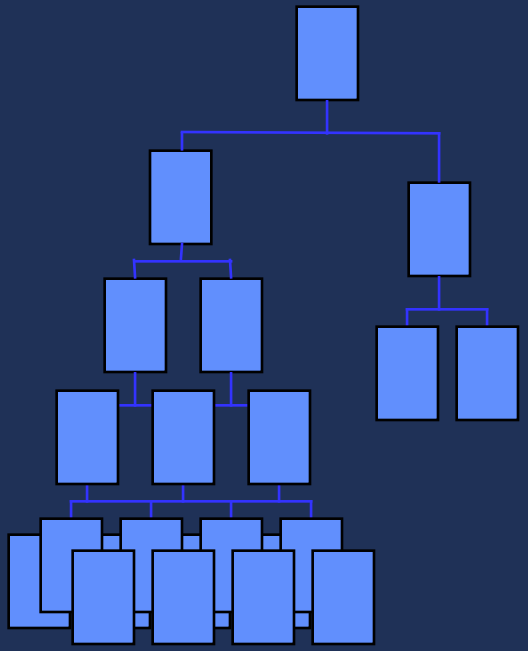


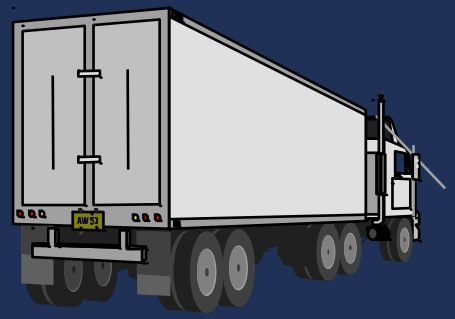
Note: The user can save work at any stage along the way.

File Transfer

Mail.dat Database Structure

- Components into Mailpiece Units
- Mailpieces into packages
- Packages into containers
- Then container information is summarized along with transportation data





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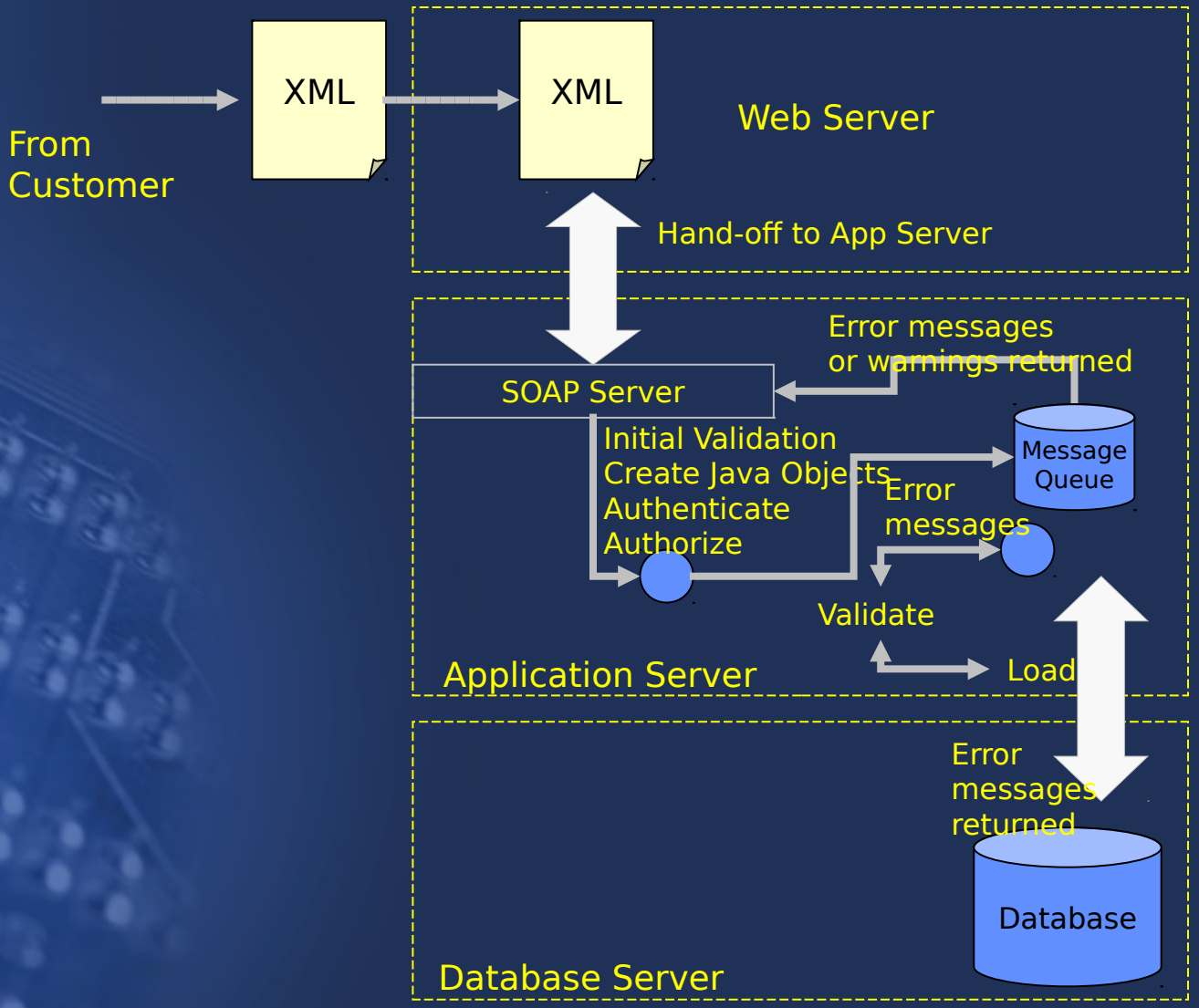
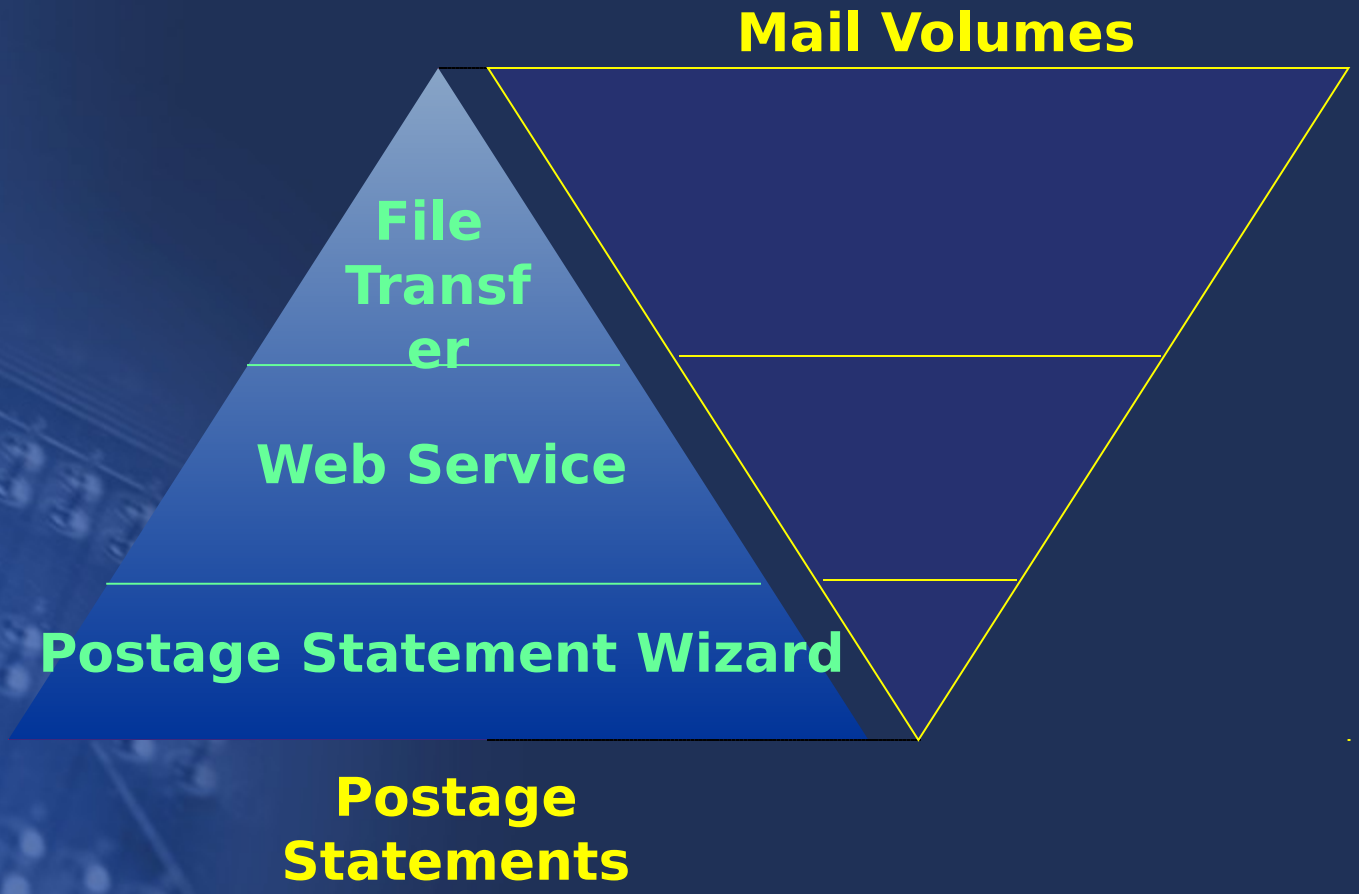
Web Services Processing



What are the options?



Need additional information?

- Additional information on Mail.dat is available at: http://www.usps.com/postalone/guides.htm
- Additional information on the Wizard Web Service is available at: https://cat.uspspostalone.com/WizardXML/
- Additional information on the Postage Statement Wizard is available at: http://www.usps.com/forms/postagewizard.htm
- Additional information on IDEAlliance http://www.idealliance.org

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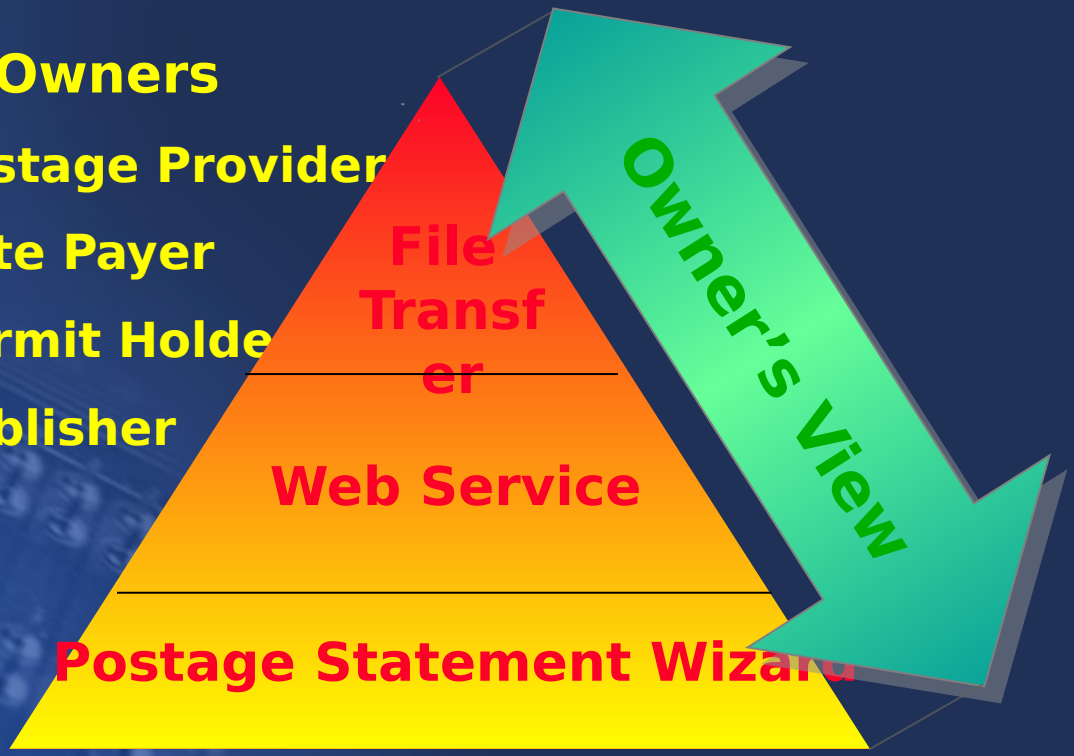
What do we do with the info?

- Documentation
- Postage statements
- Communication with FAST
- Feed internal Postal Service systems

Who is it for?

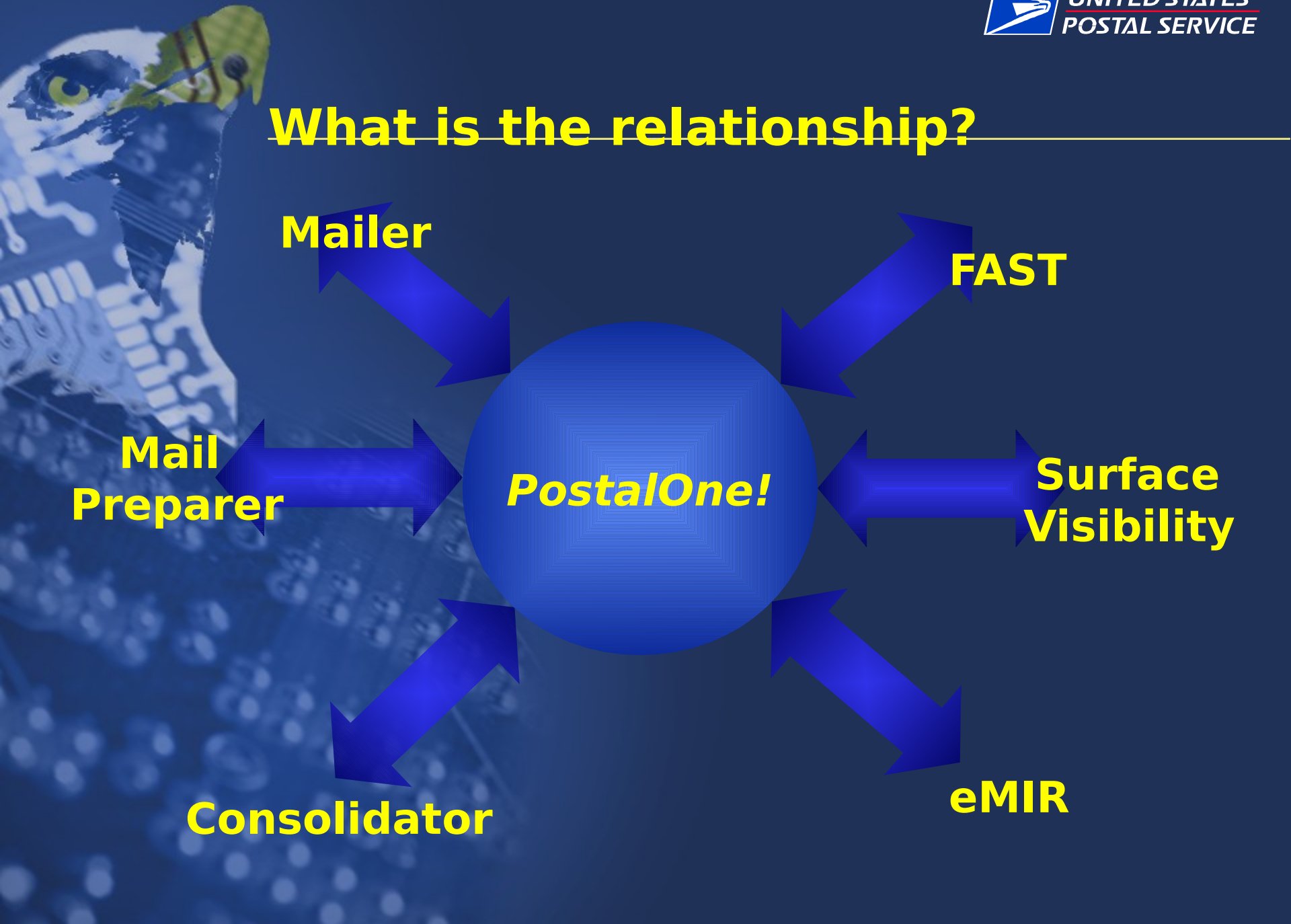
Mail Owners

- Postage Provider
- Rate Payer
- Permit Holde
- Publisher



Regardless of the option, you have access to your account information

What is the relationship?



What's in it for me?

What do I get out of it?

- Access to a homepage summary
- A replacement for presort documentation
- A Balance and Fee report
- A Transactions Report
- Postage statements and deposit info
- A listing of permits and locations
- A foundation for additional functionality

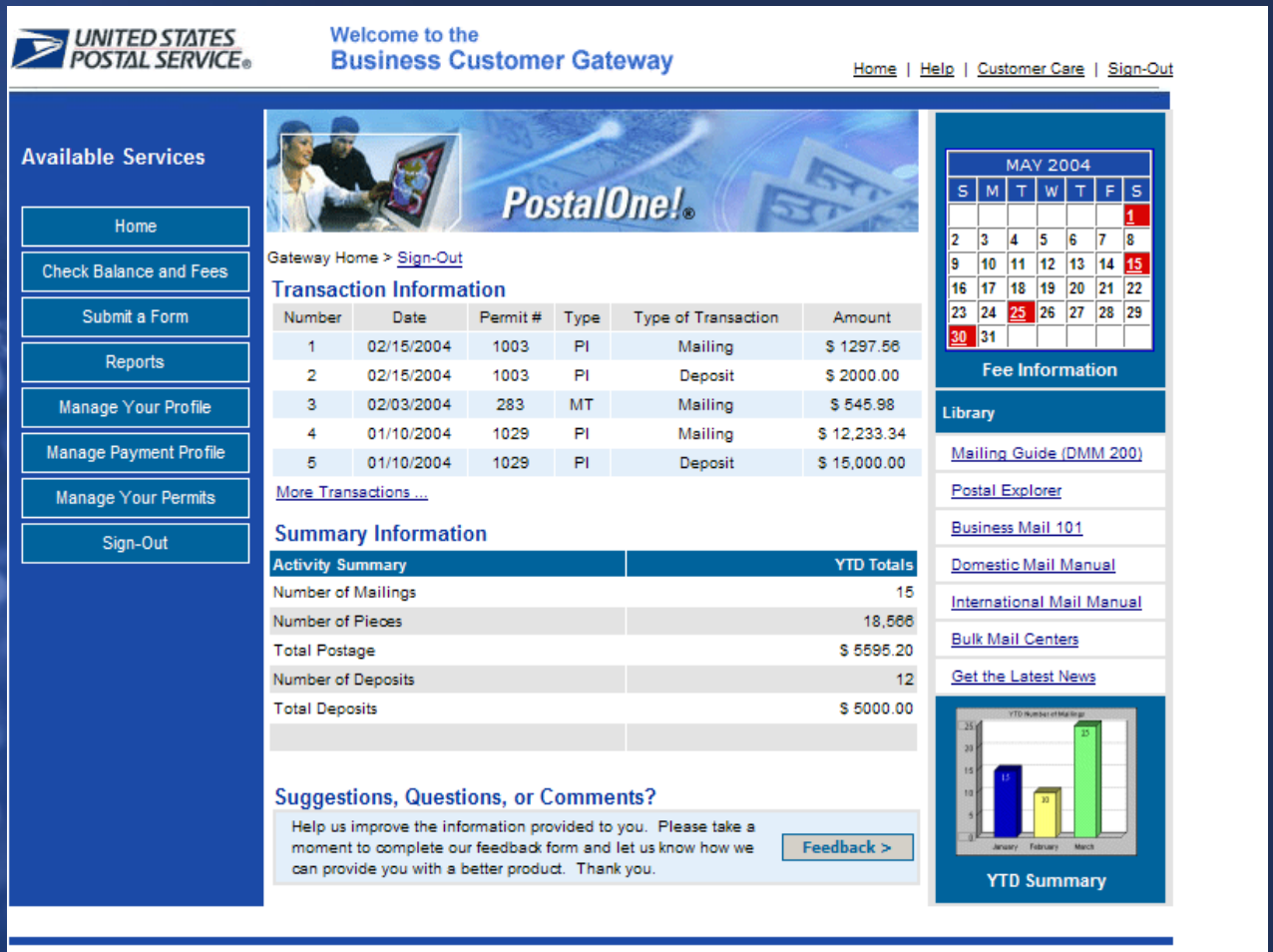
Mail Owner Views

End-User Experience

- Dashboard
- Balance and fee info
- Transactions
- Postage statements
- Register of entry point details

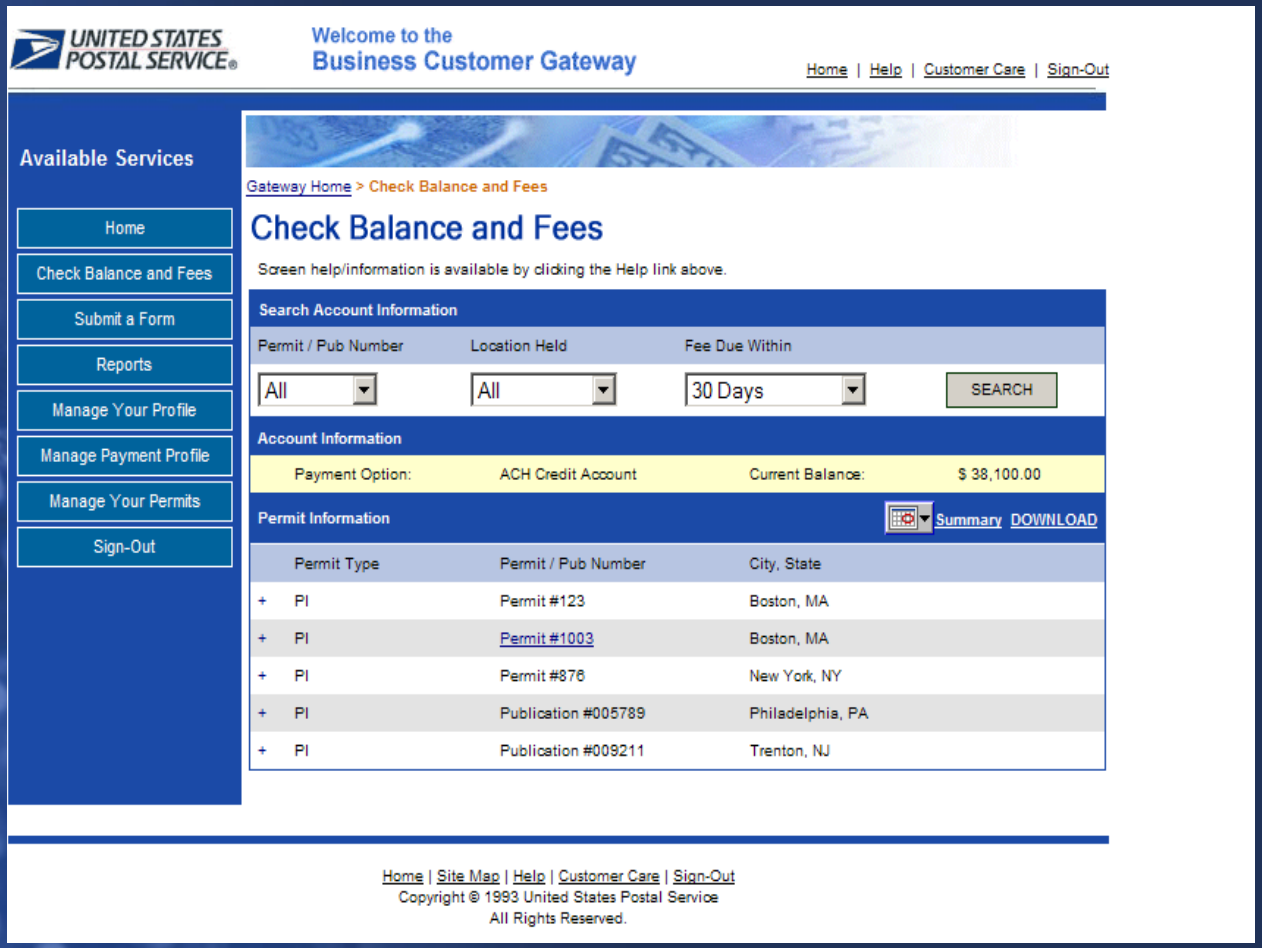
When can I see it?

How about now?

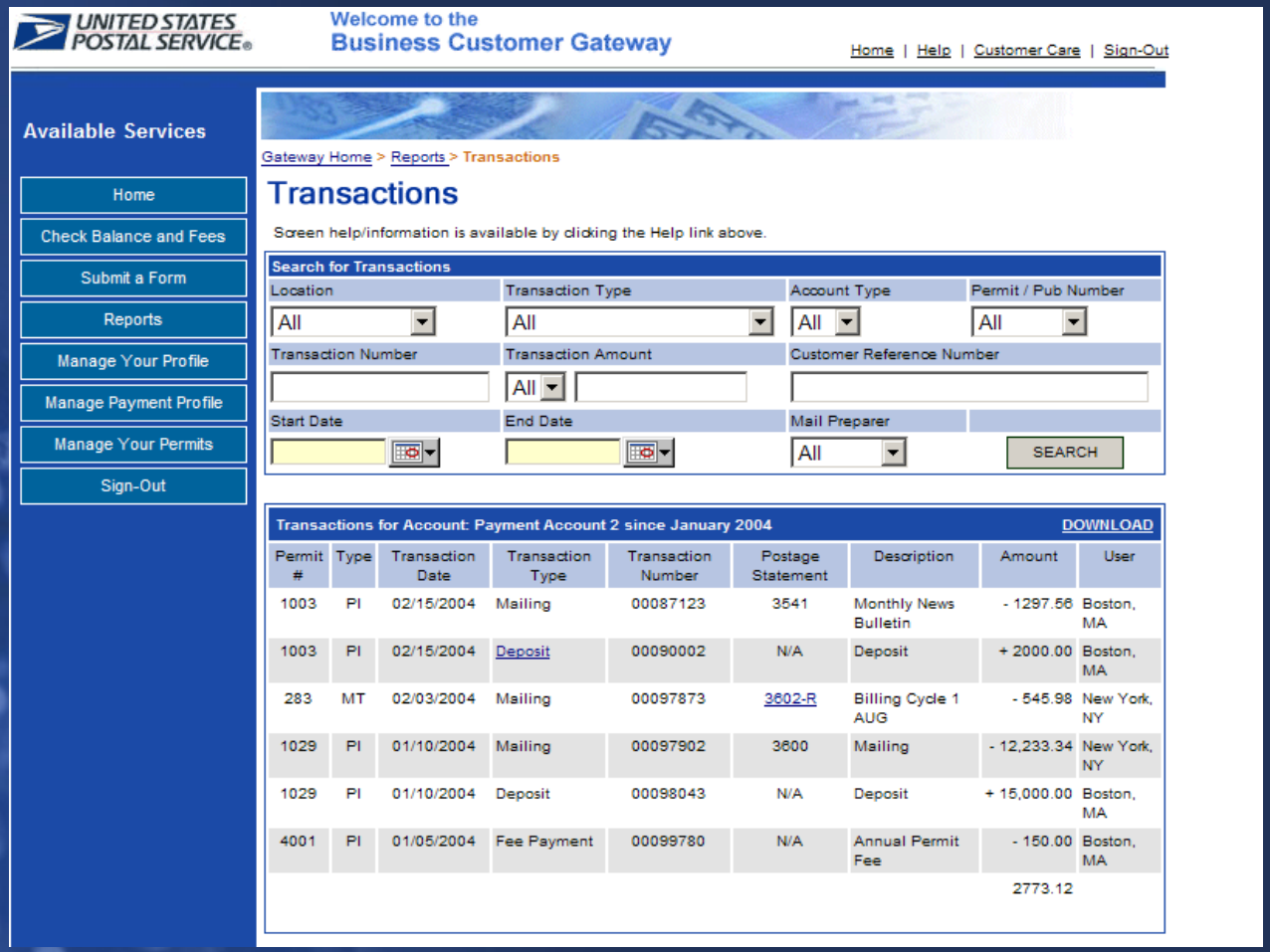

UNITED STATES POSTAL SERVICE
Welcome to the
Business Customer Gateway
Home | Help | Customer Care | Sign-Out
Available Services
Home
Check Balance and Fees
Submit a Form
Reports
Manage Your Profile
Manage Payment Profile
Manage Your Permits
Sign-Out
PostalOne!
Gateway Home > Sign-Out
Transaction Information
Number | Date | Permit # | Type | Type of Transaction | Amount
1 | 02/15/2004 | 1003 | PI | Mailing | $ 1297.56
2 | 02/15/2004 | 1003 | PI | Deposit | $ 2000.00
3 | 02/03/2004 | 283 | MT | Mailing | $ 545.98
4 | 01/10/2004 | 1029 | PI | Mailing | $ 12,233.34
5 | 01/10/2004 | 1029 | PI | Deposit | $ 15,000.00
More Transactions ...
Summary Information
Activity Summary | YTD Totals
Number of Mailings | 15
Number of Pieces | 18,566
Total Postage | $ 5595.20
Number of Deposits | 12
Total Deposits | $ 5000.00
Suggestions, Questions, or Comments?
Help us improve the information provided to you. Please take a moment to complete our feedback form and let us know how we can provide you with a better product. Thank you.
Feedback >
MAY 2004
S M T W T F S
1
2 3 4 5 6 7 8
9 10 11 12 13 14 15
16 17 18 19 20 21 22
23 24 25 26 27 28 29
30 31
Fee Information
Library
Mailing Guide (DMM 200)
Postal Explorer
Business Mail 101
Domestic Mail Manual
International Mail Manual
Bulk Mail Centers
Get the Latest News
YTD Summary

UNITED STATES POSTAL SERVICE

What can I see?



What else?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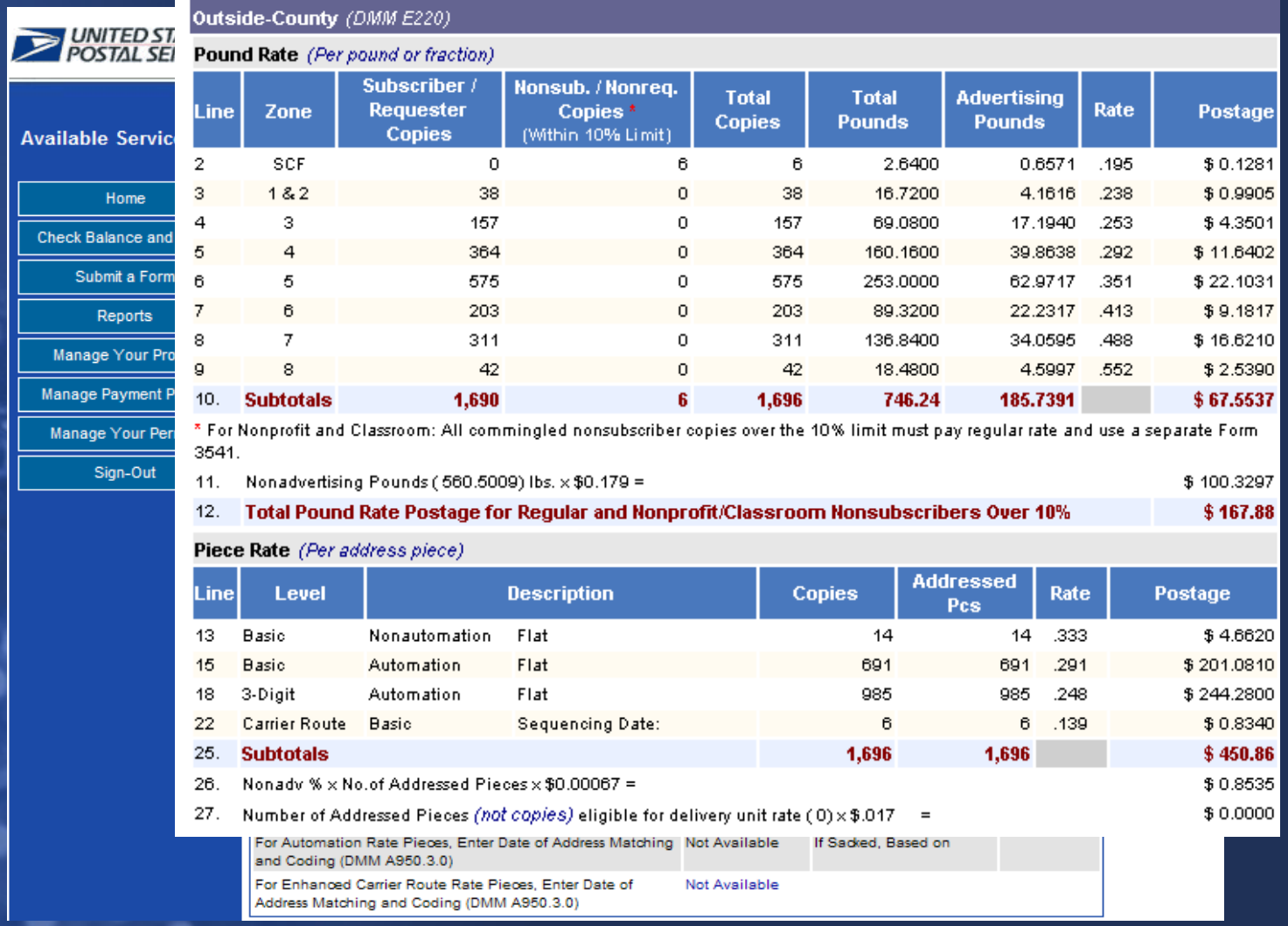
Submit a Form
Reports
Manage Your Profile
Manage Payment Profile
Manage Your Permits
Sign-Out
Gateway Home > Reports > Transactions
Transactions
Screen help/information is available by clicking the Help link above.
Search for Transactions
Location
Transaction Type
Account Type
Permit / Pub Number
All
Transaction Number
Transaction Amount
Customer Reference Number
Start Date
End Date
Mail Preparer
SEARCH
Transactions for Account: Payment Account 2 since January 2004
DOWNLOAD
Permit # | Type | Transaction Date | Transaction Type | Transaction Number | Postage Statement | Description | Amount | User
1003 | PI | 02/15/2004 | Mailing | 00087123 | 3541 | Monthly News Bulletin | - 1297.56 | Boston, MA
1003 | PI | 02/15/2004 | Deposit | 00090002 | N/A | Deposit | + 2000.00 | Boston, MA
283 | MT | 02/03/2004 | Mailing | 00097873 | 3602-R | Billing Cycle 1 AUG | - 545.98 | New York, NY
1029 | PI | 01/10/2004 | Mailing | 00097902 | 3600 | Mailing | - 12,233.34 | New York, NY
1029 | PI | 01/10/2004 | Deposit | 00098043 | N/A | Deposit | + 15,000.00 | Boston, MA
4001 | PI | 01/05/2004 | Fee Payment | 00099780 | N/A | Annual Permit Fee | - 150.00 | Boston, MA
2773.12

Interested in the details?



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Available Servic

- Home
- Check Balance and
- Submit a Form
- Reports
- Manage Your Pro
- Manage Payment P
- Manage Your Per
- Sign-Out

Outside-County *(DMM E220)*

Pound Rate *(Per pound or fraction)*

Line	Zone	Subscriber / Requester Copies	Nonsub. / Nonreq. Copies * (Within 10% Limit)	Total Copies	Total Pounds	Advertising Pounds	Rate	Postage
2	SCF	0	6	6	2.6400	0.6571	.195	$ 0.1281
3	1 & 2	38	0	38	16.7200	4.1616	.238	$ 0.9905
4	3	157	0	157	69.0800	17.1940	.253	$ 4.3501
5	4	364	0	364	160.1600	39.8638	.292	$ 11.6402
6	5	575	0	575	253.0000	62.9717	.351	$ 22.1031
7	6	203	0	203	89.3200	22.2317	.413	$ 9.1817
8	7	311	0	311	136.8400	34.0595	.488	$ 16.6210
9	8	42	0	42	18.4800	4.5997	.552	$ 2.5390
10.	**Subtotals**	**1,690**	**6**	**1,696**	**746.24**	**185.7391**		**$ 67.5537**

* For Nonprofit and Classroom: All commingled nonsubscriber copies over the 10% limit must pay regular rate and use a separate Form 3541.

11.	Nonadvertising Pounds (560.5009) lbs. x $0.179 =	$ 100.3297
12.	**Total Pound Rate Postage for Regular and Nonprofit/Classroom Nonsubscribers Over 10%**	**$ 167.88**

Piece Rate *(Per address piece)*

Line	Level	Description		Copies	Addressed Pcs	Rate	Postage
13	Basic	Nonautomation	Flat	14	14	.333	$ 4.6620
15	Basic	Automation	Flat	691	691	.291	$ 201.0810
18	3-Digit	Automation	Flat	985	985	.248	$ 244.2800
22	Carrier Route	Basic	Sequencing Date:	6	6	.139	$ 0.8340
25.	**Subtotals**			**1,696**	**1,696**		**$ 450.86**

26.	Nonadv % x No.of Addressed Pieces x $0.00067 =	$ 0.8535
27.	Number of Addressed Pieces *(not copies)* eligible for delivery unit rate (0) x $.017 =	$ 0.0000

For Automation Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0)	Not Available	If Sacked, Based on
For Enhanced Carrier Route Rate Pieces, Enter Date of Address Matching and Coding (DMM A950.3.0)	Not Available	

Where do I find the PS Wizard?

UNITED STATES POSTAL SERVICE
Help | Sign In
Find a ZIP Code / Calculate Postage / Print a Shipping Label / Schedule a Pickup / Locate a Post Office / Track & Confirm
BUSINESS » HOUSEHOLD » BUY STAMPS & SHOP » ALL PRODUCTS & SERVICES » ABOUT USPS & NEWS »
The tools you need to...
Ship Packages
Domestic and international shipping services
Scales and other supplies
Postal Service™ forms
Learn More >
Mail Documents and Letters
Online cards, letters and flyers
Prepaid envelopes and cards
Mailing guides
Learn More >
Search
Search >
What's New at USPS.com »
Track & Confirm
Enter label number here
Go >
2005 Postal Forum
Workshops, networking and training!
2004 Annual Report
2004 Comprehensive Statement
Get 10% off the FIRSTCLASS PHONECARD® »
Shipping Tools »
Shipping Products & Services - Send domestic & international packages.
Print Online Postage - Print postage and labels online using USPS® Click-N-Ship® or an authorized provider.
Supplies - Boxes, labels, & more
Mailing Tools »
Mailing Products & Services - Domestic & international mailing choices.
Send Cards, Letters & Flyers - Use NetPost™ Services online. It's fast, easy, and affordable.
Send Direct Mail - Resources to execute your Direct Mail program.
Receiving Your Mail »
Hold Mail - Have your mail held while you're away.
Change of Address - Get your mail after you move.
Redelivery Service - Request redelivery if you missed the first attempted delivery.
P.O. Box Rentals - Get your mail conveniently with a Post Office™ Box.
Forms
Affiliates
Gov't Services
Jobs
National & Premier Accounts
2005 USPS. All Rights Reserved. Terms of Use Privacy Policy No FEAR Act EEO Data
Postal Inspectors Preserving the Trust
Inspector General Promoting Integrity

Look under the "Forms" menu for the Postage Statement Wizard

Where do I find it?

- USPS.com
- To Forms
- Then to Find a Form
- Then to Postage Statement Wizard forms

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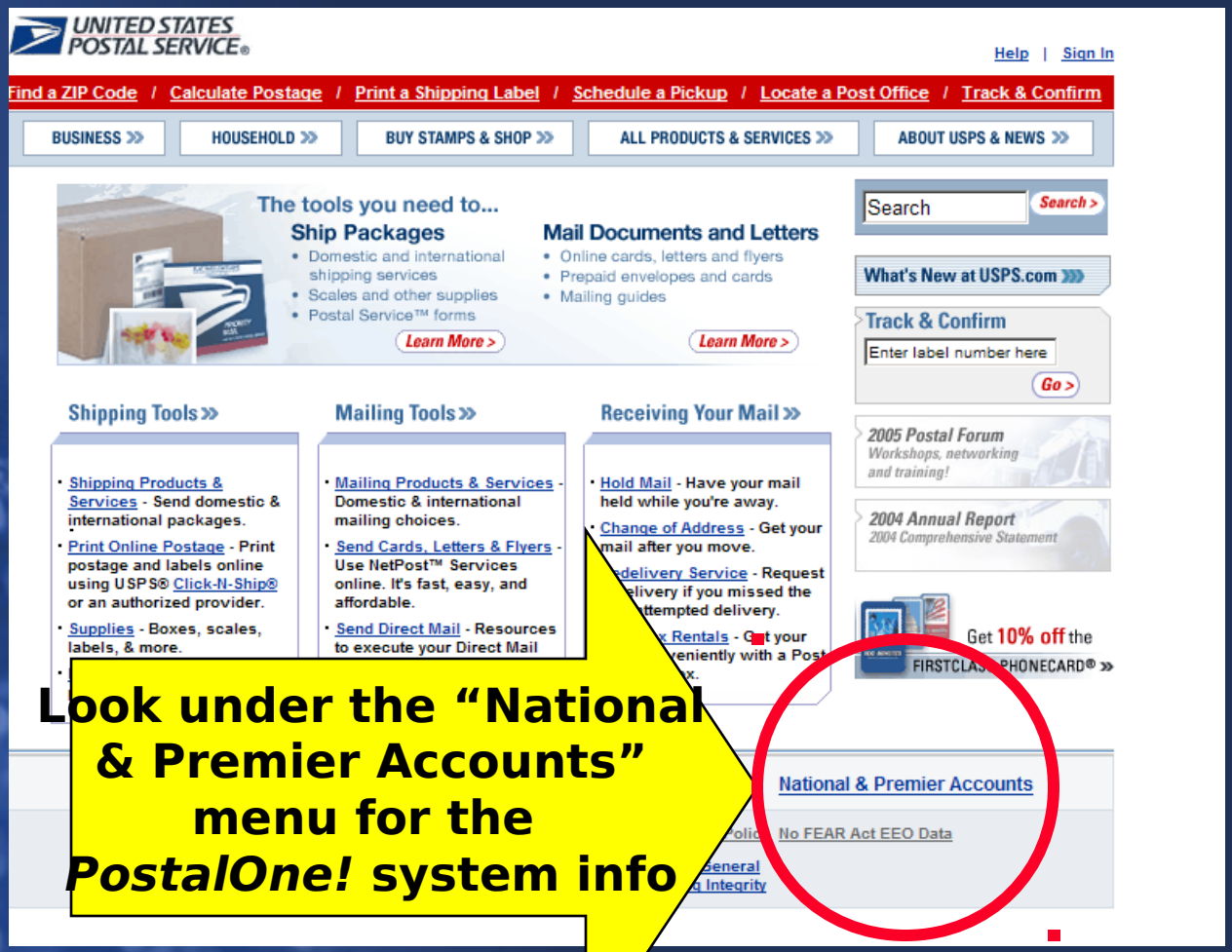
Where do I find *PostalOne!*?


UNITED STATES POSTAL SERVICE
Help | Sign In
Find a ZIP Code / Calculate Postage / Print a Shipping Label / Schedule a Pickup / Locate a Post Office / Track & Confirm
BUSINESS » HOUSEHOLD » BUY STAMPS & SHOP » ALL PRODUCTS & SERVICES » ABOUT USPS & NEWS »
The tools you need to...
Ship Packages
Domestic and international shipping services
Scales and other supplies
Postal Service™ forms
Learn More >
Mail Documents and Letters
Online cards, letters and flyers
Prepaid envelopes and cards
Mailing guides
Learn More >
Search
Search >
What's New at USPS.com »
Track & Confirm
Enter label number here
Go >
2005 Postal Forum
Workshops, networking and training!
2004 Annual Report
2004 Comprehensive Statement
Shipping Tools »
Shipping Products & Services - Send domestic & international packages.
Print Online Postage - Print postage and labels online using USPS® Click-N-Ship® or an authorized provider.
Supplies - Boxes, scales, labels, & more.
Mailing Tools »
Mailing Products & Services - Domestic & international mailing choices.
Send Cards, Letters & Flyers - Use NetPost™ Services online. It's fast, easy, and affordable.
Send Direct Mail - Resources to execute your Direct Mail
Receiving Your Mail »
Hold Mail - Have your mail held while you're away.
Change of Address - Get your mail after you move.
delivery Service - Request elivery if you missed the ttempted delivery.
x Rentals - Get your veniently with a Post x.
Get 10% off the FIRSTCLASS PHONECARD® »
National & Premier Accounts
No FEAR Act EEO Data
eneral
Integrity
Look under the "National & Premier Accounts" menu for the PostalOne! system info

Where do I find it?

- USPS.com
- Under National & Premier Accounts you'll see a link for *PostalOne!*
- Go to the area for new customers
- Then into Apply Online

How do I get started?

Remember, additional information is available on USPS.com

- Go to usps.com/postalone
- Apply for access
- Limitations
- Queue
- First come first served

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What can I do now?

To become a user of the *PostalOne!* system, please...

1. Visit our website at www.usps.com/postalone
2. Call our Customer Care Center at (800) 522-908
3. Contact your local Postal Representative

What's coming in the future?

End-User Experience

- Submit forms online
- Pay fees and make deposits online
- Apply online for a permit
- Expansion of reporting capability
- Download data

Future

What's coming in the future?

UNITED STATES POSTAL SERVICE
Welcome to the
Business Customer Gateway
Home | Help | Customer Care | Sign-Out
Available Services
Home
Check Balance and Fees
Submit a Form
Reports
Manage Your Profile
Manage Payment Profile
Manage Your Permits
Sign-Out
Gateway Home > Submit a Form
Submit a Form
Screen help/information is available by clicking the Help link above.
Complete a Postage Statement or Mailing Support Form
Online Form
Description
3500 Application for Periodicals Mailing Privileges
3510 Application for Entry, Reentry, or Special Rate Request for Periodicals Publication
3526 Statement of Ownership, Management, and Circulation
3541 Postage Statement — Periodicals
3542 Application to Mail Under the Periodicals Centralized Postage Payment (CPP) System
3600 Postage Statement — First-Class Mail
3600 Postage Statement — Priority Mail
3602 Postage Statement — Standard Mail
3602-EZ Postage Statement — Standard Mail - Easy
3605 Postage Statement — Bound Printed Matter
3605 Postage Statement — Parcel Post
3608 Postage Statement — Media Mail or Library Mail
3615 Mailing Permit Application and Customer Profile
3623 Application for Nonprofit Standard Mail Rates at Additional Mailing Office
3624 Application to Mail at Nonprofit Standard Mail Rates
8125 Plant-Verified Drop Shipment
Saved Forms
Review Forms I Have Saved
Home | Site Map | Help | Customer Care | Sign-Out
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Available September 2005

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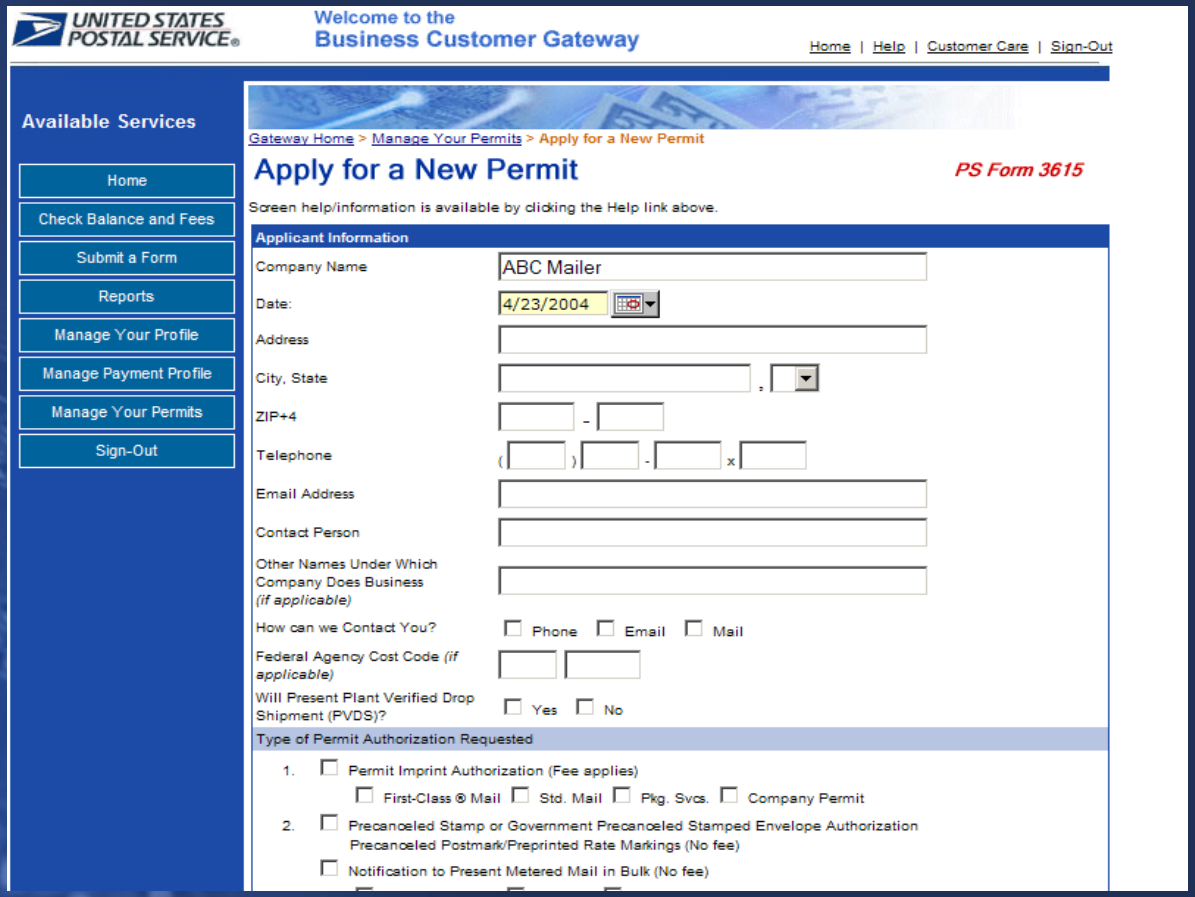
Can I apply on-line?



This is not available

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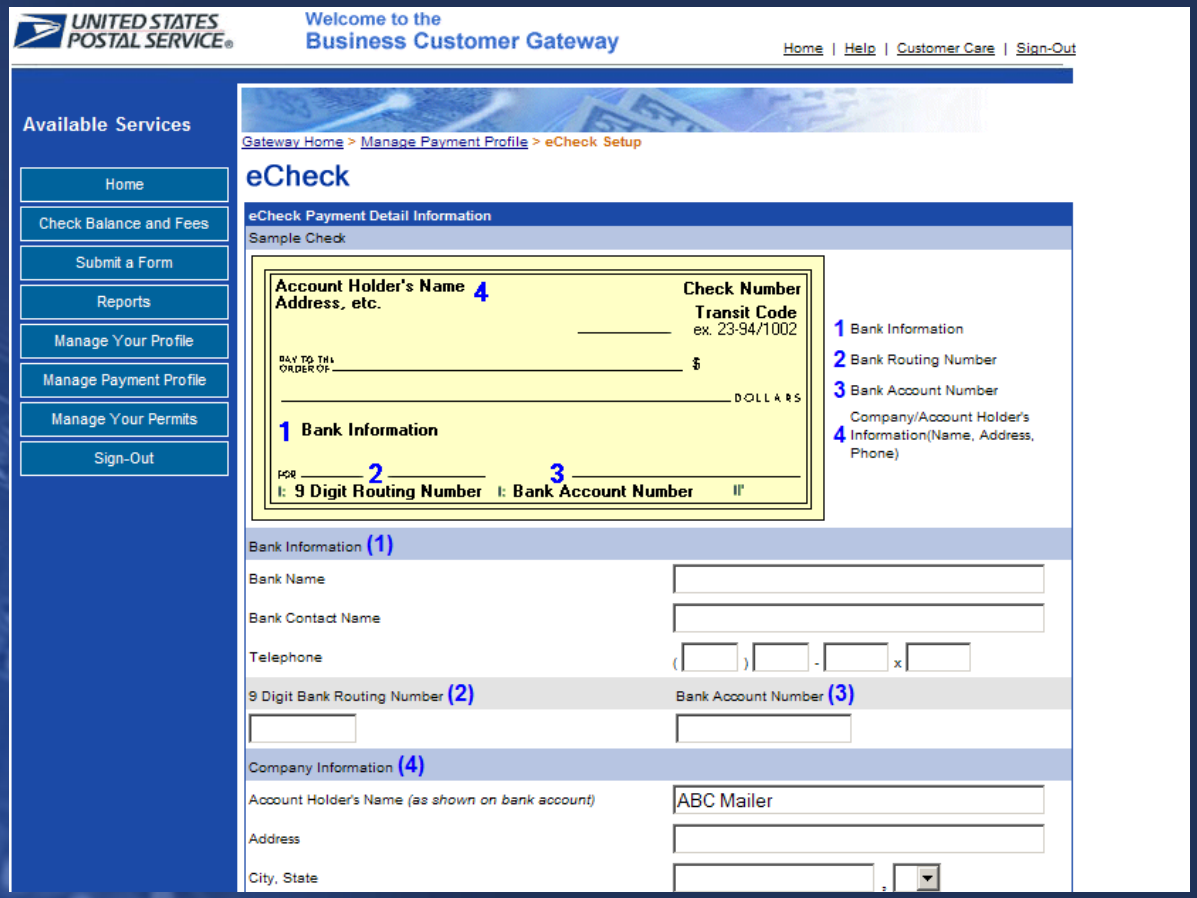
Pay on-line?



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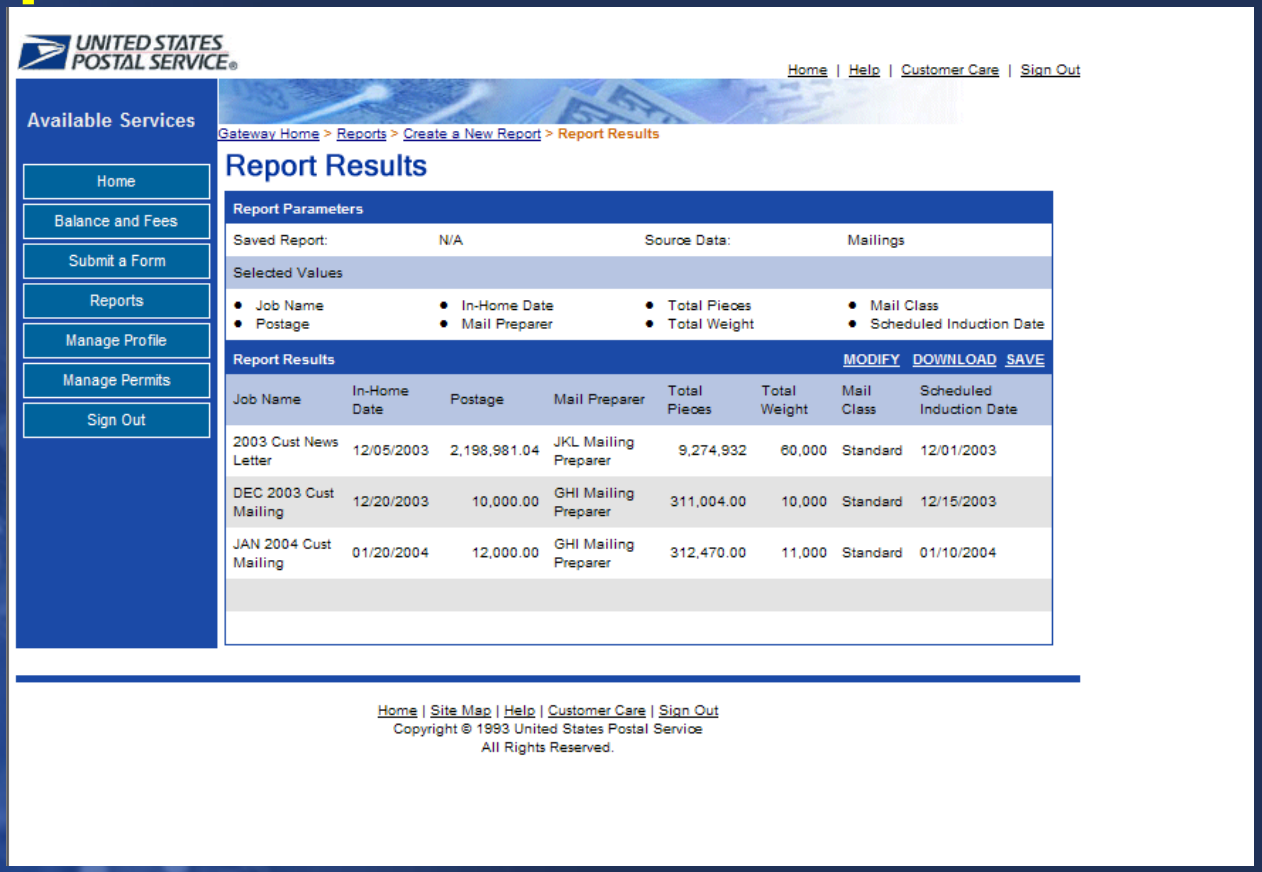
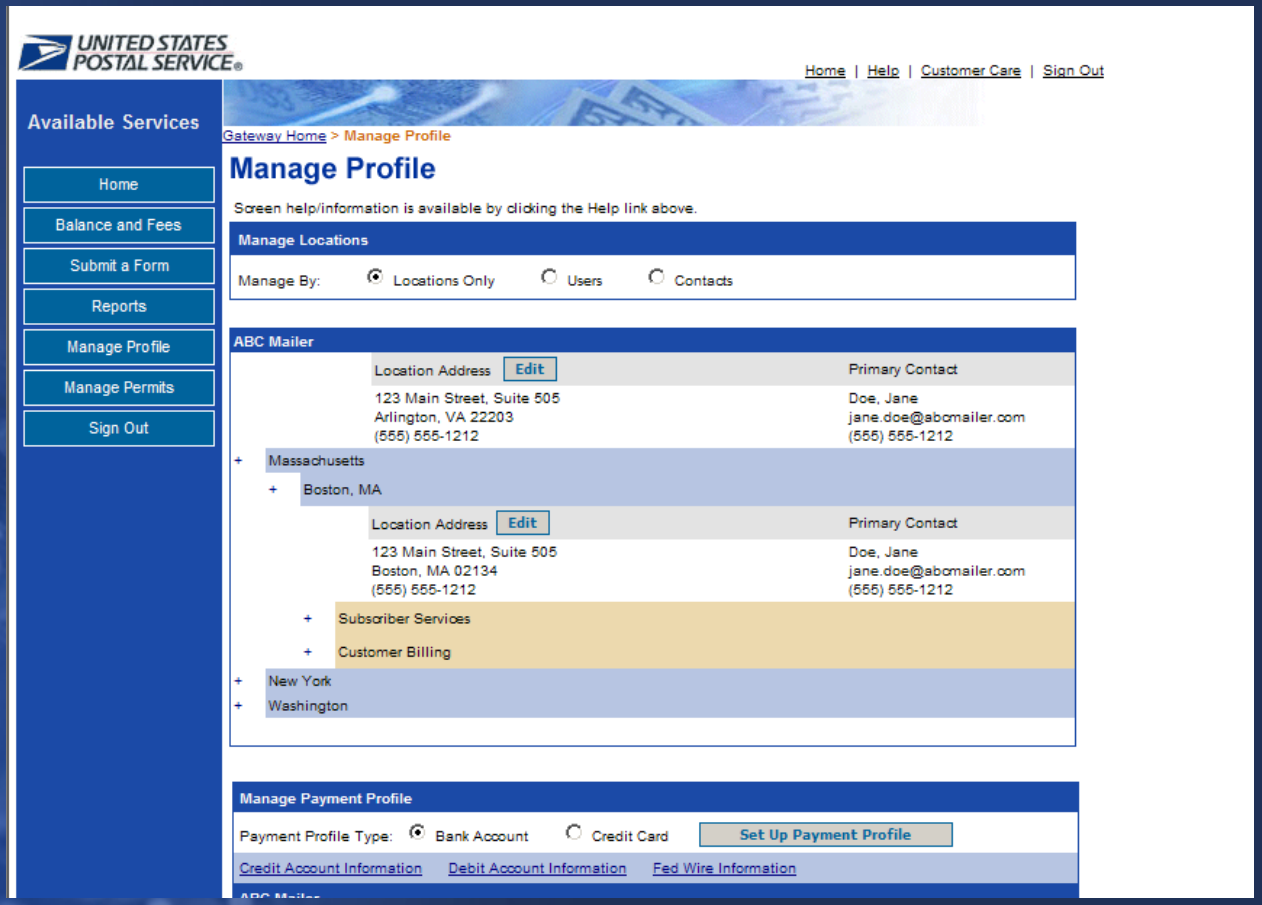
Create, Generate, and Save Your Own Reports


UNITED STATES POSTAL SERVICE
Home | Help | Customer Care | Sign Out
Available Services
Home
Balance and Fees
Submit a Form
Reports
Manage Profile
Manage Permits
Sign Out
Gateway Home > Reports > Create a New Report > Report Results
Report Results
Report Parameters
Saved Report: N/A
Source Data: Mailings
Selected Values
Job Name
Postage
In-Home Date
Mail Preparer
Total Pieces
Total Weight
Mail Class
Scheduled Induction Date
Report Results
MODIFY DOWNLOAD SAVE
Job Name | In-Home Date | Postage | Mail Preparer | Total Pieces | Total Weight | Mail Class | Scheduled Induction Date
2003 Cust News Letter | 12/05/2003 | 2,198,981.04 | JKL Mailing Preparer | 9,274,932 | 60,000 | Standard | 12/01/2003
DEC 2003 Cust Mailing | 12/20/2003 | 10,000.00 | GHI Mailing Preparer | 311,004.00 | 10,000 | Standard | 12/15/2003
JAN 2004 Cust Mailing | 01/20/2004 | 12,000.00 | GHI Mailing Preparer | 312,470.00 | 11,000 | Standard | 01/10/2004
Home | Site Map | Help | Customer Care | Sign Out
Copyright © 1993 United States Postal Service
All Rights Reserved.

This is not available

UNITED STATES POSTAL SERVICE

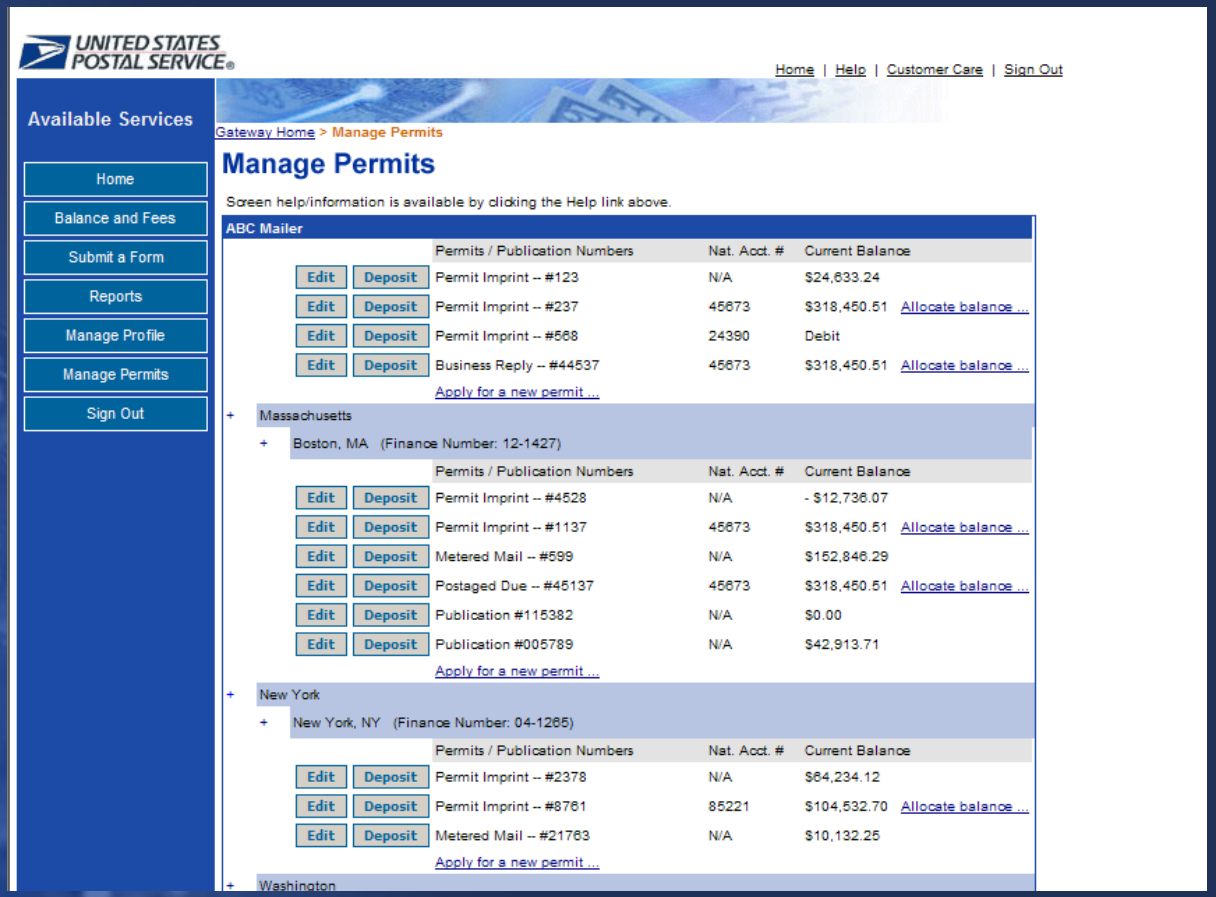
Manage Your Profile Information



This is not available

UNITED STATES POSTAL SERVICE

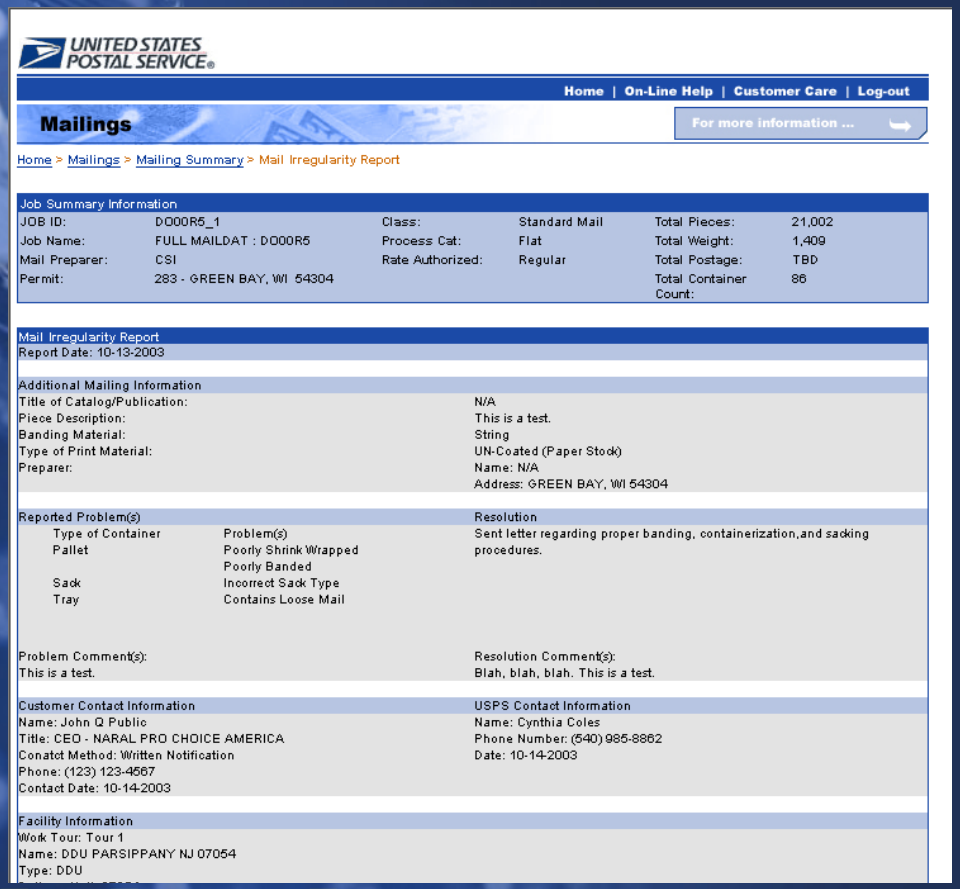
Manage Your Permit Account Information


UNITED STATES POSTAL SERVICE
Home | Help | Customer Care | Sign Out
Available Services
Home
Balance and Fees
Submit a Form
Reports
Manage Profile
Manage Permits
Sign Out
Gateway Home > Manage Permits
Manage Permits
Screen help/information is available by clicking the Help link above.
ABC Mailer
Permits / Publication Numbers | Nat. Acct. # | Current Balance
Edit Deposit Permit Imprint -- #123 N/A $24,633.24
Edit Deposit Permit Imprint -- #237 45673 $318,450.51 Allocate balance ...
Edit Deposit Permit Imprint -- #568 24390 Debit
Edit Deposit Business Reply -- #44537 45673 $318,450.51 Allocate balance ...
Apply for a new permit ...
+ Massachusetts
+ Boston, MA (Finance Number: 12-1427)
Permits / Publication Numbers | Nat. Acct. # | Current Balance
Edit Deposit Permit Imprint -- #4528 N/A - $12,736.07
Edit Deposit Permit Imprint -- #1137 45673 $318,450.51 Allocate balance ...
Edit Deposit Metered Mail -- #599 N/A $152,846.29
Edit Deposit Postaged Due -- #45137 45673 $318,450.51 Allocate balance ...
Edit Deposit Publication #115382 N/A $0.00
Edit Deposit Publication #005789 N/A $42,913.71
Apply for a new permit ...
+ New York
+ New York, NY (Finance Number: 04-1265)
Permits / Publication Numbers | Nat. Acct. # | Current Balance
Edit Deposit Permit Imprint -- #2378 N/A $64,234.12
Edit Deposit Permit Imprint -- #8761 85221 $104,532.70 Allocate balance ...
Edit Deposit Metered Mail -- #21763 N/A $10,132.25
Apply for a new permit ...
+ Washington

This is not available

UNITED STATES POSTAL SERVICE

Feedback from the Postal Service



UNITED STATES POSTAL SERVICE®

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Mailings

For more information ...

Home > Mailings > Mailing Summary > Mail Irregularity Report

Job Summary Information

JOB ID:	DO00R5_1	Class:	Standard Mail	Total Pieces:	21,002
Job Name:	FULL MAILDAT : DO00R5	Process Cat:	Flat	Total Weight:	1,409
Mail Preparer:	CSI	Rate Authorized:	Regular	Total Postage:	TBD
Permit:	283 - GREEN BAY, WI 54304			Total Container Count:	86

Mail Irregularity Report

Report Date: 10-13-2003

Additional Mailing Information

Title of Catalog/Publication:	N/A
Piece Description:	This is a test.
Banding Material:	String
Type of Print Material:	UN-Coated (Paper Stock)
Preparer:	Name: N/A Address: GREEN BAY, WI 54304

Reported Problem(s)		Resolution
Type of Container	Problem(s)	Sent letter regarding proper banding, containerization,and sacking procedures.
Pallet	Poorly Shrink Wrapped Poorly Banded	
Sack	Incorrect Sack Type	
Tray	Contains Loose Mail	

Problem Comment(s):	Resolution Comment(s):
This is a test.	Blah, blah, blah. This is a test.

Customer Contact Information	USPS Contact Information
Name: John Q Public	Name: Cynthia Coles
Title: CEO - NARAL PRO CHOICE AMERICA	Phone Number: (540) 985-8862
Conatct Method: Written Notification	Date: 10-14-2003
Phone: (123) 123-4567	
Contact Date: 10-14-2003	

Facility Information

Work Tour: Tour 1
Name: DDU PARSIPPANY NJ 07054
Type: DDU

- Aggregating info from multiple sources
- Alerts
- Verification Info
- Payment Info
- Arrival Info
- Mail Processing Info

This is not available